

CAL POLY

Academic Senate

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<http://academicsenate.calpoly.edu/>

Meeting of the Academic Senate Executive Committee

Tuesday, January 29 2013

01-409, 3:10 to 5:00pm

- I. **Minutes:** Approval of Executive Committee meeting minutes for October 30 and November 6 2012 (pp. 2-5).
- II. **Communication(s) and Announcement(s):**
- III. **Reports:**
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost:
 - D. Statewide Senate:
 - E. CFA:
 - F. ASI:
- IV. **Business Item(s):**
 - A. Appointment of nominees to Academic Senate committee vacancies (p. 6).
 - B. Appointment of nominees to university committee vacancies (p. 7).
 - C. Appointment of nominee to the Search Committee for Director of the International Center (p. 8)
 - D. Resolution on Modification to Fairness Board Description and Procedures: Jonathan Shapiro, chair of the Fairness Board (pp. 9-11).
- V. **Discussion Item(s):**
 - A. Modifications to "Resolution on the Semester Review Task Force Findings." Review prior to second reading: Executive Committee (to be distributed at meeting).
 - B. Academic Senate membership: possible changes in representation and voting status of the Senate's membership.
- VI. **Adjournment:**

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

MINUTES OF THE
ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, October 30, 2012
01-409, 3:10 to 5:00pm

- I. Minutes: The minutes of October 9 were approved as presented.
- II. Communication(s) and Announcement(s): none.
- III. Reports:
 - A. Academic Senate Chair: Rein reminded everyone that the Constitution and Bylaws of the Academic Senate state that the Academic Senate chair shall set the agenda but a senator can bring forward a resolution. After a motion is made to consider a resolution, a vote is taken to include the resolution on a future agenda. In addition, editorial changes made to the Academic Senate Curriculum Committee procedures are available for review at:
http://www.academicssenate.calpoly.edu/sites/academicssenate.wcms.calpoly.edu/files/acadsen_comm_documents/09.20.12_revised_curriculum_procedures.pdf
 - B. President's Office: Kinsley reported that the searches for Vice President for Student Affairs and Executive Director for Campus Inclusivity and Diversity continue. President Armstrong, ASI President Katie Morrow, and Academic Senate Chair Steve Rein have invited Chancellor White to visit Cal Poly on Thursday, May 2, 2013. The CAP project, which will review and update all CAM policies, continues under the leadership of Matt Roberts, and is expected to be completed by June 2013.
 - C. Provost: Enz Finken reported that Mary Pedersen has been working with some department to bring their programs to the 180-unit cap mandate. Chancellor White will attend the President's Cabinet meeting in May 2013. Academic Affairs continues to work on the budget, enrollment targets for 2013-2014, and student success fees.
 - D. Statewide Senate: LoCascio is reviewing the 30% set aside rule to see if a resolution can be presented.
 - E. CFA Campus President: none.
 - F. ASI Representative: Morrow reported that 1,746 students were registered to vote. ASI has spoken with over 1,000 students and collected many surveys regarding the quarter to semester calendar conversion, which will be forwarded to the Semester Review Task Force for their review.
 - G. Caucus Chairs: none.
 - H. Other: none.
- IV. Business Item(s):
 - A. **Appointment of nominees to Academic Senate committee vacancies:** the following appointments were made:

College of Architecture and Environmental Design

Graduate Programs Subcommittee
Instruction Committee

James Doerfler, Arch
Karen Lange, Arch

College of Liberal Arts

Research & Professional Committee

Richard Besel, CommStud

- B. **Appointment of nominees to university committees:** M/S/P to appoint Jim LoCascio to serve on the Health Services Oversight Committee and the Student Health Advisory Committee.
- C. **Approval of Instruction Committee's recommendations for 2014-15 Academic Calendar (Instruction Committee):** Stegner, chair of the Instruction Committee, asked that the Academic Senate approve the committee's recommendation for the 2014-2015 academic calendar. Please see page 6 of the 10.30.12 Executive Committee meeting agenda for details. M/S/P to approve the recommendation.
- D. **Resolution on Possible Changes to a Semester Calendar (Senators Davol, CENG and Rinzler, CLA):** Rinzler presented the resolution, which request that President Armstrong delay a decision on whether to change from quarters to semesters until after the Senate has completed its consideration of the issue. The following changes were approved:

WHEREAS: A reasonable deadline for the Academic Senate to complete its consideration of the report of the Semester Review Task Force is ~~one academic quarter~~ February 12 or 6 weeks, whichever is later after the release of the report; therefore be it

~~RESOLVED: That the Academic Senate request that the President base his decision not only on the report of the Semester Review Task Force but also on the results of the Academic Senate's own examination of the issue.~~

M/S/P to agendize the resolution.

- V. Discussion Item(s):
1. Role of Senate Secretary: Due to lack of time, this item was postponed.
 2. Voting status for two ASI representatives: Rein reported that most CSUs grant their student representatives voting status. Twelve years ago, the Cal Poly faculty voted against allowing student representatives the right to vote. After some discussion, it was decided to consider a resolution granting ASI representatives voting rights.
- VI. Adjournment: 5:05 pm

Submitted by,



Gladys Gregory
Academic Senate

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

MINUTES OF THE
ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, November 6 2012
01-409, 3:10 to 5:00pm

- I. Minutes: none.
- II. Communication(s) and Announcement(s): none.
- III. Reports:
 - A. Academic Senate Chair: Rein reported that Dustin Stegner and Lee Burgunder have joined him in meeting the candidates for Vice President for Student Affairs. Comments should be sent to Stephan Lamb, chair of the search committee and Al Liddicoat, Associate Vice Provost for Academic Personnel.
 - B. President's Office: Rachel Fernflores, chair of the Semester Review Task Force, announced that responses from the campus-wide survey will be included on the report. Kinsley reported that about 40 CEOs and president-level executives from corporations, nonprofits, and state government agencies attended the President's Cabinet. Some of the themes discussed included partnerships in the 21st century, learn by doing, and innovation in entrepreneurship. Chancellor White, the CSU's new chancellor, has been invited to attend the May 2, 2013 meeting of the President's Cabinet, which will be held as an open forum and will provide opportunities for staff and faculty to participate.
 - C. Provost: Enz Finken reported that the President's Cabinet meeting was a success. There is a sense of excitement and a sense that progress is being made which translates into support for Cal Poly. Richard Savage has been appointed the new Director of Graduate Education and will begin his new role in winter quarter.
 - D. Statewide Senate: none.
 - E. CFA Campus President: none.
 - F. ASI Representative: Morrow reported that ASI Executive Director Rick Johnson is retiring and an interim director will be appointed. Information received from students regarding the possible quarter to semester calendar change will be included in the Semester Review Task Force's report.
- IV. Business Item(s):
 - A. **Review and recommendation of Position Description for Director, Center for International Education (Tietje, VP for I, G&EE):** Tietje reviewed the position description which will reflect IEP's new name, The International Center.
 - B. **Appointment of nominees to Academic Senate committee vacancies:** Rein reminded everyone of the importance of filling vacancies.

C. **Appointment of nominees to university committee vacancies:** Rein discussed Harvey Greenwald's willingness to serve as the Academic Senate representative on the CAP Ad Hoc Committee. Decision to make the appointment was postponed until Greenwald's availability is determined. Rein also reported that at this time other nominations will be considered.

D. **Resolution on Voting Status for Student Representatives to the Academic Senate (Executive Committee):** Rein presented a resolution, which proposes a revision of the Constitution of the Faculty to grant the ASI president and the Chair of the ASI Board of Directors voting status on the Academic Senate. M/S/P to agendize the resolution.


E. **Closed Session.**

V. Discussion Item(s):

1. **Role of Senate Secretary:** Rein reported that the secretary position has been vacant since the early 1990s. The need to remove this position from the Constitution of the Faculty and its consequences was discussed. It was decided to not make any changes at this time.
2. **Formula for Senators in small units:** Rein discussed the need for a small unit formula for senators. Currently the Constitution of the Faculty states that colleges with fewer than 30 faculty members shall elect two senators. After some discussion it was decided not to make any changes.

VI. Adjournment: 4:55 pm

Submitted by,



Gladys Gregory
Academic Senate

Nominations for 2012-2014 Academic Senate Vacancies

***Willing to chair committee if release time is available**

College of Agriculture, Food and Environmental Sciences

Fairness Board

Instruction Committee

College of Architecture and Environmental Design

Budget and Long Range Planning Committee

Grants Review Committee

Research & Professional Development Committee

Orfalea College of Business

Faculty Affairs Committee

Graduate Programs Subcommittee

John Dobson, Finance Area (23 years at Cal Poly) Tenured*

I currently teach in the OCOB's MBA program and currently serve on our college Graduate Programs Committee.

Instruction Committee

College of Engineering

Distinguished Teaching Award Committee

Instruction Committee

Professional Consultative Services

Fairness Board

Bradley Kyker, Advising (9 years at Cal Poly)

My main motivation for serving is to contribute to important proceedings for the campus community. My expertise is in student development, and I believe the efforts of the Fairness Board should be developmental for students first and foremost.

I take a very holistic approach to my work in counseling students, equipping and informing them of their rights, responsibilities, and available resources. My hope is to always challenge and advocate, but never to enable their helplessness or abdication of their responsibilities.

I value the work of the Fairness Board, as it is the mechanism for due process of academically related concerns for students and instructors. It is a vital piece of ensuring a healthy and equitable learning environment for our students. I frequently refer students to utilize the Board as a means of resolving their concerns of unfair grading practices of their instructors. In my capacity as an academic counselor, I am often privy to student misconduct and work with other campus resources to create a developmental response that promotes better academic integrity of our students. I believe that sensibility and experience will bode well for me as I contribute to Fairness Board matters.

GE Governance Board

Instruction Committee

Nominations for 2012-2013 University Committee Vacancies

Cal Poly Housing Corporation Board – 1 representative, 1 vacancy

Campus Fee Advisory Committee – 1 representative, 1 vacancy

Institutional Animal Care and Use Committee (IACUC) – 1 representative, 1 vacancy

Intellectual Property Review Committee – (CSM only)

University Union Advisory Board – 1 representative, 1 vacancy

Nominations to Serve on the Search Committee for a Director of the International Center

Don Choi, Architecture, CAED

I would like to be considered for the consultative search committee for the Director of the International Center.

My department (Architecture), sends over 100 students off campus each year, many to international destinations including Florence, Copenhagen, Switzerland, Rome, Paris, India, Germany, and Australia. Needless to say, all of us in the department are very committed to study abroad. As a member of the architecture faculty since 2003, I have participated in international education in several ways. In addition to serving on the Off Campus Programs committee in the department, I have served as coordinator for the Rome Program.

More significantly, I created, administered, and led a quarter-long program in Japan, which began in 2009 and was planned for alternate years. In part because the staff at IEP was in transition, I handled all aspects from recruitment to administration to teaching, giving me a good look at the complexities and potential problems of international programs. For twelve weeks in Kyoto, Tokyo, and other sites, the students and I explored the architecture, urbanism, and culture of Japan.

For 2011, architecture department off-campus programs were moved to Continuing Education, but I continued to handle all planning other than student registration and fees. (Unfortunately, the tsunami led to the cancellation of the 2011 program.)

I also have taught for Cal Poly's London Program; the course on London architecture I taught in summer 2012 was one of the most rewarding experiences of my Cal Poly career.

As a graduate student I spent several years conducting research in Japan under fellowships from the Japanese Ministry of Education and the Japan Foundation. I believe strongly in the value of international education, especially for students in our idyllic but isolated town of SLO.

Finally, my research as an architectural historian focuses on the architecture of modern Japan and I am currently an Overseas Research Fellow at the Institute of Industrial Science at Tokyo University.

Cyrus Ramezani, Finance, OCOB

I would like to serve on this committee. I have experience working at Universities that had a large contingent of international students, researchers, and faculty. I believe that it is very important for Cal Poly to seriously develop its international programs at this juncture and selecting the right candidate for this role is of paramount importance.

Adopted:

**ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-13

**RESOLUTION ON MODIFICATION TO
*FAIRNESS BOARD DESCRIPTION AND PROCEDURES***

- 1 WHEREAS, The Fairness Board provides a formal means for students to seek resolution to a grade
2 dispute; and
3
4 WHEREAS, Through the establishment of Student Ombuds Services, students now have an alternative
5 resource for seeking resolution through informal means; and
6
7 WHEREAS, Students should be made aware of this option prior to submitting request to the Fairness
8 Board; and
9
10 WHEREAS, Additionally, the current *Fairness Board Description and Procedures* do not clarify
11 whether students can appeal the outcome of the Fairness Board process; and
12
13 WHEREAS, Language should be added to explain that the Provost will render a final decision
14 regarding cases brought before the Fairness Board and this decision cannot be appealed;
15 therefore be it
16
17 RESOLVED That the Academic Senate approve the attached procedural modifications to the *Fairness*
18 *Board Description and Procedures*.

Proposed by: Academic Senate Fairness Board
Date: December 10 2012

RESOLUTION ON MODIFICATION TO FAIRNESS BOARD DESCRIPTION AND PROCEDURES

Procedural modifications to the FAIRNESS BOARD DESCRIPTION AND PROCEDURES:

PROCEDURES

A. The first and most often successful opportunity for resolving a grade dispute occurs at the department level. Before initiating a grievance with the Board, the student should first make an informal request for redress to the course instructor. If a resolution cannot be reached, such request can then be made to the instructor's department chair/head. If resolution cannot be made at these levels, then later involvement by the Dean of Students may ~~occur~~ be helpful.

Another resource available to students is the Student Ombuds Services. This office offers safe, confidential assistance in resolving university related issues, concerns, conflicts, or complaints. Student Ombuds Services may be able to assist the student in achieving a resolution through an informal process at any stage of the issue. The Student Ombuds Services is entirely voluntary and confidential. Because Student Ombuds Services are confidential, no information will be shared with the Fairness Board. The Student Ombuds Services personnel cannot serve as a witness in the Fairness Board process. The Student Ombuds Services generally would be used by the student prior to seeking redress from the Fairness Board, though it also may be used at any other time as well.

Any student who still feels aggrieved after requesting relief from both the instructor and instructor's department chair/head, or is not able to resolve the dispute through alternative informal means, may initiate an appeal for redress by writing to the chair of the Board. The Board chair may counsel a student as to the relative merit of the case but must accept all written complaints which are ultimately submitted. The written request shall be in letter form. A copy of *Fairness Board Description and Procedures* can be obtained from the Academic Senate website at <http://academicsenate.calpoly.edu> or the student may request a copy from the Board chair.

A.10. Within two weeks after receiving the Board's ~~recommendation~~ recommendation, the Provost will inform the Board and each principal party what action, if any, has been taken. The Provost shall have final authority regarding any change of grade with the provision, however, that no grade change will be made unless it is recommended by the Board. If the recommendation of the Board is not accepted, the Provost shall indicate the reason(s) why in writing to the Board. Once the Provost has rendered a decision, the process is considered complete and the outcome cannot be appealed.

FAIRNESS BOARD DESCRIPTION AND PROCEDURES

ACADEMIC SENATE FAIRNESS BOARD PROCESS

Unresolved problem exists between student and University



Student makes informal request for redress of problem with instructor of record; if unresolved:



Student makes informal request for redress of problem with instructor's department chair/head and possible involvement of Dean of Students; if unresolved:

Optional: student may consult with the Student Ombuds Services to seek a resolution. This may occur at any time in the process; if unresolved:



Student may consult with chair of the Fairness Board on relative merit of case; if unresolved:



Student initiates appeal for redress by submission of written letter to Board chair. The letter should:

- (a) Identify the course name, section, term, and instructor
- (b) State complaint and redress sought
- (c) Indicate witnesses that may be called
- (d) Summarize the efforts to resolve the problem with instructor and department
- (e) Include copies of relevant documents such as course grade determination handout, exams, papers, statements of support made by others, etc.



Within two weeks of receiving student's letter, the Board chair schedules meeting of Fairness Board at earliest feasible date. Board reviews complaint and declares that case:

<u>MAY HAVE MERIT</u>	<u>LACKS MERIT</u>
Board requests written response from instructor (within a week) and schedules a hearing for the earliest feasible date (within two weeks). If a resolution to the problem presents itself, the hearing may be terminated. If no resolution seems satisfactory to the Board and the principal parties, the hearing leads to the Board making a recommendation to the Provost (within two weeks).	Within two working days of determination, Board chair notifies student no further action will be taken unless: Student rebuts with new evidence ↙ ↘
	MERIT NO MERIT